

ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/19/2008		2. CONTRACT NO. (If any)		6. SHIP TO: Capt. Robert Johnson		
3. ORDER NO. DTMA5V09103		4. REQUISITION/REFERENCE NO. ADM09-006		a. NAME OF CONSIGNEE U.S. MERCHANT MARINE ACADEMY		
5. ISSUING OFFICE (Address correspondence to) U.S. Merchant Marine Academy (Procurement) MMA-5206, Division of Procurement Kings Point NY 11024-1699				b. STREET ADDRESS Admissions Dept.		
c. CITY Kings Point		d. STATE NY		e. ZIP CODE 11024--169		
7. TO: a. NAME OF CONTRACTOR				f. SHIP VIA		
b. COMPANY NAME Henry Miller & Associates				8. TYPE OF ORDER		
c. STREET ADDRESS 945-B Cromwell Avenue, Suite 227				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		
d. CITY Rocky Hill		e. STATE CT		f. ZIP CODE 06067		
9. ACCOUNTING AND APPROPRIATION DATA - 7009 - 1750MA - 2009 - - 1PDA - 00 - 0008 - 0000 - - 510300 - - - 25305 - 6100 - 6600 -				10. REQUISITIONING OFFICE U.S. MERCHANT MARINE ACADEMY		
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION USMMA, Kings Point, NY 11024		b. ACCEPTANCE USMMA, Kings Point, NY 11024		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
				16. DISCOUNT TERMS		

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
SEE LINE ITEM DETAIL						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages)
21. MAIL INVOICE TO: Justin Breeden						
a. NAME USMMA A/P Branch, AMZ-160						
b. STREET ADDRESS (or P.O. Box) USMMA A/P Branch, AMZ-160, PO Box 25710						\$6,750.00 17(i) GRAND TOTAL
c. CITY Oklahoma City		d. STATE OK		e. ZIP CODE 73125		

22. UNITED STATES OF AMERICA BY (Signature) <i>Maximilian S. Diah</i>		23. NAME (Typed) Max Diah TITLE: CONTRACTING/ORDERING OFFICER	
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RECEIVING REPORT

SHIPMENT	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
NUMBER	FINAL				
TOTAL CONTAINERS	GROSS WEIGHT	RECEIVED AT	TITLE		

[illegible]

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DATE OF ORDER 11/19/2008		CONTRACT NO.		ORDER NO. DTMA5V09103		
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p><i>Remit To: SAME</i></p> <p><i>DUNS NUMBER: 167450803</i></p> <p><i>For Payment Inquires Contact:</i></p> <p><i>BARBARA MARTOS (405) 954-1219</i></p> <p>FINANCIAL AID REVIEW & TRAINING SERVICES</p> <p>The Contractor shall provide professional Financial Aid Review and Training Services in the Financial Aid Office at the U.S. Merchant Marine Academy, Kings Point, NY.</p> <p>STATEMENT OF WORK</p> <p>PURPOSE: To furnish financial aid review services. All services are to reflect knowledge of and compliance with U.S. Department of Education Title IV programs.</p> <p>SERVICES: The Contractor shall provide guidance, as needed, to the Academy's Financial Aid Specialist on requests for financial aid, and shall meet with students, if needed, to resolve concerns or problems they may have.</p> <p>The Contractor shall provide guidance, as needed, on "needs analyses," and provide guidance concerning the eligibility of applicants for the Federal Loan Programs, Federal Pell Grant Program, Federal Academic Competitiveness Grant Program, and National SMART Grant Program. Verification shall be made that all proper documentation is on file.</p> <p>The Contractor shall coordinate with the Academy's Financial Aid Specialist of any follow-up work that needs to be accomplished.</p> <p>The Contractor shall be present for all visits made by the U.S. Department of Education for program reviews.</p> <p>The contractor shall assist in the generation of responses to any program reviews and/or audits.</p> <p>All tasks under this contract shall be completed within the timeframe identified by the Contracting Officer's Technical Representative (COTR).</p> <p>REPORT: The Contractor shall provide guidance, as needed, to the Academy's Financial Aid Specialist for the completion of reports required by the Institution, as well as State and Federal Loan, Scholarship and Grant Agencies/Programs.</p> <p>PERFORMANCE PERIOD: The term of this contract is 12 November 2008 through 30 September 2009. During this period, the Contractor shall not work more than ten (10) days. It is expected that the Contractor shall be present onsite (on campus) to accomplish the majority of the tasks required under this contract.</p> <div style="text-align: center;"> <p><i>Start Date End Date</i></p> <p>11/19/2008 09/30/2009</p> </div> <p>Reference Requisition: ADM09-006</p> <p> </p> <p><i>USMMA Procurement Department:</i> <i>MAXMILLIAN S. DIAH</i> <i>(516) 773-5584</i> <i>MARKVIEW Invoice To: Michael De Rosa (516) 773-5801</i></p>	10.00	DAY	675.000	6,750.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ➡ \$6,750.00

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Contract Level Funding Summary	Document Number DTMA5V09103	Title Financial Aid Review & Training	Page 4 of 5
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- 7009 - 1750MA - 2009 - - 1PDA - 00 - 0008 - 0000 - - 510300 - - - 25305 - 6100 - 6600 -

\$6,750.00

Reference Requisition: ADM09-006

Total Funding: \$6,750.00

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1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

www.acqnet.gov/far/

www.dot.gov/ost/m60/tamar/tar.htm

Clause	Title	Date
52.222-03	Convict Labor	June 2003
52.223-06	Drug-Free Workplace	May 2001
52.232-01	Payments	April 1984
52.232-08	Discounts for Prompt Payment	February 2002
52.232-25	Prompt Payment	October 2008
52.232-33	Payment by Electronic Funds Transfer-Central Contractor Registration	October 2003
52.233-01	Disputes	July 2002
52.243-01	Changes--Fixed Price	August 1987
52.246-01	Contractor Inspection Requirements	April 1984
52.249-04	Termination for Convenience of the Government (Services) (Short Form)	April 1984
52.249-08	Default (Fixed-Price Supply and Service)	April 1984